



Board of Revenue

Old Secretariat, Patna - 800 015

Notice for REQUEST FOR PROPOSAL

(Through e-procurement mode only over
<https://www.eproc.bihar.gov.in>)

RFP Reference No: BOR/03/RFP/SI/2017

Date: 07.12.2017

Board of Revenue, invites Request for Proposal (RFP) for “Selection of service provider for scanning, digitization of legacy records and implementation of Document Management System”.

SL No.	Scope of work	Tender processing Fee(Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)
1	2	3
01.	Request for Proposal (RFP) for “Selection of Service Provider for Scanning, Digitization of legacy records and Implementation of DMS for Board of Revenue, Patna, Govt. of Bihar”	Rs. 5900.00

Tender Schedule/Programme:

Sl. No.	Particulars	Description
1	Start Date & Time for sale of tender document on website	07/12/2017 at 09:00 AM https://www.eproc.bihar.gov.in
2	Last date to send Pre-bid queries	12/12/2017, 06:00 PM Email Id: boardofrevenuebihar@gmail.com
3	Pre-bid meeting date and time	15/12/2017, 11:00 AM
4	Last date and time for sale of tender document	05/01/2018 at 02:00 PM
5	Last date (deadline) for submission of bids	05/01/2018 at 06:00 PM
6	Contact Person/Nodal Officer	Mr. Mukesh Prasad (Joint Secretary, Board of Revenue, Bihar) Email: boardofrevenuebihar@gmail.com Contact No: +91-9661376365 Address: Board of Revenue, Main Secretariat, Patna-800015, Bihar
7	Contact No. for Queries	+91-7984218917

Terms:

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc.bihar.gov.in.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-procurement website

www.eproc.bihar.gov.in and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
5. Tender Processing Fee (TPF) to be paid through **e-Payment** mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.
6. Cost of BOQ/ Form Fee to be paid through **e-Payment** mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) only.
7. “Earnest Money Deposit (EMD) can be paid either through manual mode (BG, DD etc). In case of manual mode of payment of EMD, the original hardcopy of the EMD which may be a DD/BG or any other instrument that should be submitted in the tendering authority office before tender opening date and time.”

**Under Secretary
Board of Revenue**